



## Pre-Submittal Meeting Schedule

In order to efficiently manage the high volume of applications for new development and redevelopment, applicants are encouraged to confer with the City's development review team to discuss proposals prior to making a formal submittal.

**The purpose of the pre-submittal meeting is to allow the applicant to become more familiar with the City's development codes and procedures and to ensure that applications will contain the required information.** Pre-submittal meetings are not intended to provide every detail associated with the development process; it is a tool to exchange information between City staff and the applicant. We want the applicant to obtain an understanding of the next steps of the process, be made aware of any major issues and understand which ordinances apply.

Appointments can be made by contacting the Planning Manager, at 972-292-5350. **Please note that the pre-submittal schedule books up 2 – 3 weeks in advance.**

A PDF of the concept plan of the proposed development must be emailed to the Planning Manager by Noon on the Friday prior to the meeting. Appointments are limited to one hour beginning at 9:00 A.M. and are scheduled for the following dates on a first come basis:

Deadline for Submitting Concept Plan (Noon on Friday)	Pre-Submittal Meeting Date (Wednesday)
1/9/15	1/14/15
1/23/15	1/28/15
2/6/15	2/11/15
2/20/15	2/25/15
3/6/15	3/11/15
3/20/15	3/25/15
4/3/15	4/8/15
4/17/15	4/22/15
5/8/15	5/13/15
5/22/15	5/27/15
6/5/15	6/10/15
6/19/15	6/24/15
7/2/15 (Thurs)	7/8/15
7/17/15	7/22/15
8/7/15	8/12/15
8/21/15	8/26/15
9/4/15	9/9/15
9/18/15	9/23/15
10/9/15	10/14/15
10/23/15	10/28/15
11/6/15	11/11/15
11/20/15	11/25/15*
12/4/15	12/9/15

\* Half-day (9AM-12PM)